

# Disadvantaged Business Enterprise Program

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*Consultant Process &  
Opportunities*



## Consultant Selection & Negotiation

- ❖ Future needs are compared to MoDOT resources to determine if adequate staff is available.
- ❖ Documentation of the need for additional resources is presented to the Professional Services Committee for concurrence.
- ❖ Upon concurrence, the MoDOT Support Center, will issue a notice of need for services to consultants. Consultants with a current Form 254 on file will receive the notice.
- ❖ The notice will include the minimum requirements for an acceptable response and the location for submittal.
- ❖ A "Short List" of firms will be developed from those responding to the notice within the required time frame.
- ❖ MoDOT may request presentations from firms on the "Short List".
- ❖ All information available to the selection committee, including presentations if applicable, will be reviewed. Those firms will be rated according to the established evaluation criteria.
- ❖ The top rated firm will be submitted to the Professional Services Committee for concurrence and authorization to initiate the negotiation process.
- ❖ MoDOT will prepare a tentative contract with the appropriate standard contract language, including the tentative scope of services, and forward it to the consultant.
- ❖ The scope of services, work hours, and costs will be negotiated until agreement is reached between both parties.
- ❖ If agreement can not be reached, negotiations will cease and the process initiated with another firm.
- ❖ Once agreement has been reached with a firm, the contract is then submitted to the Professional Services Committee for concurrence.
- ❖ Upon authorization of the Missouri Highway and Transportation Commission, the Chief Engineer, or Deputy Chief Engineer, will execute the agreement.
- ❖ The consultant will then be given a notice to proceed.
- ❖ If a change in the scope of services is necessary, no work will be performed prior to execution of a supplemental agreement.

## Consultant Opportunities

MoDOT is committed to a proactive effort to include all taxpayers in the benefits of the highway program, including construction, maintenance, design, services, and procurement. A portion of that effort includes the Disadvantaged Business Enterprise (DBE) program. This program provides opportunities for minority and female owned firms to do business with MoDOT and may include the use of consultants in all phases of operations. Consultant opportunities are available through out the state and are primarily administered at the District Office level.

In order to receive notice of consultant opportunities with MoDOT, a company must submit a completed Standard Form 254 to the department. This requires the filing of a Form 254. This is available from the Design Division in the Support Center. The contact for the form is:

**Design Division  
P.O. Box 270  
Jefferson City, MO 65102  
Telephone: (573) 526-2904**

Many contracts have goals for DBE participation. DBE firms are owned and controlled by a minority or female as defined in 49 Code of Federal Regulation, Part 23. If you are not certified with MoDOT as a DBE you can request an application packet by contacting:

**Office of the Inspector General  
P.O. Box 270  
Jefferson City, MO 65102  
Telephone: (573) 526-8166**

MoDOT has opportunities for large consulting projects, however, the department has recently initiated the "On Call" program to improve the process for small short term projects. This program is an ideal opportunity for small firms to begin working with MoDOT and gain experience. The program allows the District Offices to contract with firm(s) to be available for services at a predetermined rate. The department will then contact the firm(s), as needed, with a scope of work and time frame. A final contract is executed and a notice to proceed is given. Again, any firm that wishes to be considered for this program, or any other consultant opportunities, must have a form 254 on file with the Design Division.



# MoDOT Contacts

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